


Spotlight

on Student Assessment and Accountability

February 20, 2020

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Reminder: 1% Cap on Alternate Assessment Justification Is Coming Due

LEA "Justification" regarding the participation rates for MI-Access from 2019 data is due by **February 24, 2020**. This process is defaulted to the LEA Special Education Director and should be completed in Catamaran.

LEAs can access the recording of the January 31, 2020 webinar that outlines [how this process is completed in Catamaran](#).

MI-Access versus PSAT/SAT

Students in grades 8 and 11 working towards the alternate content expectations and who typically participate in the MI-Access Functional Independence (FI) assessments may, if their IEP team deems it appropriate, take the PSAT 8/9 in grade 8 or the SAT with Essay in grade 11. The PSAT 8/9 or SAT with Essay will provide both the English language arts (ELA) and the mathematics scores for accountability. If the IEP team elects to use PSAT 8/9 in grade 8 or SAT in grade 11, these students will not take MI-Access FI in ELA or mathematics. Note: Students should only take one assessment type (M-STEP, PSAT, SAT or MI-Access) for each content area.

While ongoing assessment of student progress is important and encouraged, there are some considerations at the state level. If a student in grade 9 or 10 is working towards the alternate content standards and would typically take the MI-Access alternate assessment (that is, the student participated in MI-Access in grade 8 or will take it in grade 11), the student should be unassigned from the PSAT 8/9 for grade 9 or PSAT 10. Grades 9 and 10 are not part of the accountability system and these students are not required to take the state-level assessments.

Key:



Reminder (previously run article)



includes supports and accommodations information

ISD Justification Review Workshops

The 1% CAP team has scheduled workshops to support ISDs in providing feedback to member districts regarding the district's alternate assessment participation rate and the content within their justification forms, specifically strategies indicated to address percentiles over 1% and any issues of disproportionality. The team has identified nine sites for these webinars. Each ISD can choose to attend at any of the sites listed below, but all are expected to attend a session. An ISD can choose to send more than one representative. This may be advisable for ISDs with a large number of member districts.

Contact Marcia O'Brien at obrienm6@michigan.gov or Antoinette Dorsett at dorsetta@michigan.gov with any questions, or to reserve your date and location. We have scheduled meetings from 9 a.m. – 3 p.m.; however, some smaller ISDs may not require that length of time. For very large ISDs, we have suggested individual days not tied to the region. Confirmed dates for workshops are listed in the table below.

DATE	LOCATION
March 30, 2020	Ingham ISD – Early Childhood Services 6520 Mercantile Way, Lansing MI 48911
April 1, 2020	Van Buren ISD – Conference Center 490 S Paw Paw St., Lawrence, MI 49064
April 8, 2020	Washtenaw ISD – The Learning Center (TLC) 1819 S. Wagner Rd., Ann Arbor, MI 48106
April 16, 2020	Bay-Arenac ISD 4228 2 Mile Rd., Bay City MI 48706
April 17, 2020	COOR ISD – Conference Room 11051 N. Cut Rd., Roscommon MI 48653
April 22, 2020	Newaygo County RESA – NC RESA ESC Building 4747 W 48th St., Fremont, MI 49412
April 24, 2020	Marquette-Alger RESA 321 E Ohio St., Marquette, MI 49855
April 28, 2020	Oakland Schools (for Oakland Schools only) – Summit Campus 2214 Mall Dr. E., Waterford Twp, MI 48328
April 30, 2020	Wayne RESA (for Wayne RESA only) 33500 Van Born Rd., Wayne, MI 48184

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

MDE Seeks Public Input on Draft Alternate Content Standards for Science

The Michigan Department of Education is seeking public comment on a new set of alternate content standards in science, designed for students with the most significant cognitive disabilities. These alternate content standards are aligned to the general K-12 Standards for Science adopted by the Michigan State Board of Education in November 2015. These draft alternate content standards will serve as the foundation for instruction for Michigan students with the most significant cognitive disabilities and also as the standards to which the science content for MI-Access (Michigan's alternate assessment) will be based.

These new [draft alternate content standards](#) are written to allow for rich instruction. **Note:** An assessment plan for using these standards for MI-Access has not yet been created. That plan will be created after standards that serve as an instructional foundation are finalized.

To provide public comment, use one of three methods:

- [Survey Monkey](https://www.surveymonkey.com/r/MDE_ALT_SCI_STAND_PUBLIC_COMMENT): https://www.surveymonkey.com/r/MDE_ALT_SCI_STAND_PUBLIC_COMMENT
- Email: MDE-OEAA@michigan.gov. Use the following in the subject line: **Public Comment on Alternate Science Standards**
- Mail: OEAA – Test Development Unit, 608 W. Allegan Street, P.O. Box 30008, Lansing, MI 48909

Only provide comment(s) on the new [draft alternate content standards](#) at the bottom of the page. All comments must be received by **11:59 p.m. on Saturday, February 29, 2020**.

DRC District and Building Coordinator Training Webinars

The webinars for the District and Building Coordinator Trainings for online testing for the Spring 2020 M-STEP, MI-Access, and K-2 Early Literacy and Mathematics Benchmark Assessments are coming soon! These webinars provide training about:

- what's new for 2020
- helpful online testing tips
- where to find important resources
- Q&A

The dates and time for each presentation are listed.

March 3, 2020, 10–11 a.m. – M-STEP Administration Training:

- **Webinar ID:** 808 058 347
- [Join M-STEP Webinar](https://datarecognitioncorp.zoom.us/j/808058347) (<https://datarecognitioncorp.zoom.us/j/808058347>)
- **or telephone** (for higher quality, dial a number based on your current location):
 - » **US:** 1-929-205-6099 or 1-669-900-6833
 - » **toll free:** 888-475-4499 or 877-853-5257

March 4, 2020, 10–11 a.m. – MI-Access Administration Training:

- **Webinar ID:** 692 324 752
- [Join MI-Access Webinar](https://datarecognitioncorp.zoom.us/j/692324752) (<https://datarecognitioncorp.zoom.us/j/692324752>)
- **or telephone** (for higher quality, dial a number based on your current location):
 - » **US:** 1-929-205-6099 or 1-669-900-6833
 - » **toll free:** 888-475 -4499 or 877-853-5257

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

March 5, 2020, 10–11 a.m. – Early Literacy and Mathematics Administration Training:

- **Webinar ID:** 434 934 151
- [Join Early Literacy Webinar](https://datarecognitioncorp.zoom.us/j/434934151) (https://datarecognitioncorp.zoom.us/j/434934151)
- **or telephone** (for higher quality, dial a number based on your current location):
 - » **US:** 1-929-205-6099 or 1-669-900-6833
 - » **toll free:** 888-475-4499 or 877-853-5257

A recording of all the administration trainings will be posted to the [DRC INSIGHT Portal](https://mi.drccdirect.com) (https://mi.drccdirect.com) by the end of the day on **March 6, 2020**.

OEAA Technical Support Available

Would you like an Office of Educational Assessment and Accountability (OEAA) staff member to visit your ISD or district to provide pre-or post-test administration support? (A minimum of 10 participants is required.) If so, please send your contact information and indicate the type of support you need to mde-oeaa@michigan.gov.

Types of support available:

- Technology
- Secure Site
- Pre-Administration
- Test Security
- Supports and Accommodations
- Reporting

If you need any other specific support, please indicate this need and we will try to accommodate you!

This opportunity is being offered on a first-come, first-served basis. Let us know how we can help you!

New Supports and Accommodations Videos for Students

Students and educators can now view short videos to watch in advance of M-STEP testing. The videos show how the embedded Designated Supports and Accommodations function within the testing engine. Each video is approximately 2 minutes long, with instructions on how to use the:

- Closed Captioning (CCAPTION) Accommodation
- Color Chooser, Contrasting Color, and Masking Designated Supports
- Stacked Spanish HVA Designated Support (in Spanish)
- Text-to-Speech (TTS) Accommodations and Designated Supports
- American Sign Language Accommodation (provides an embedded video with a human signer)

These videos can be found in the [DRC INSIGHT Portal](https://mi.drccdirect.com) under **General Information, Documents**, and can be filtered by the **Document Type: Accommodation Videos**.

New Universal Tools and Designated Supports Available for M-STEP

There are two new features available for students in the INSIGHT testing engine.

Continuous Magnification: Unlike other Universal Tools, this one must be enabled in the DRC INSIGHT Portal for students by a Building or District Assessment Coordinator. This option magnifies the test questions and content by 200 percent and is maintained when the student moves to the next question throughout the test. The magnifier that has been available in the past will continue to be available; however, with that magnifier tool, the student must select the magnifier on each question. This update ensures that the student does not need to reselect the magnifier each time the student moves to a new question.

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Stacked Spanish Audio: The online stacked Spanish test form for M-STEP mathematics will include audio (available by default) that provides students with a human voice audio translation of the Spanish text. Students will need headphones to take this test form. Students may replay the audio as many times as they would like or may choose to not use the audio at all. This language support is only available for the M-STEP mathematics assessments and is intended for students whose primary language is Spanish, who may be in Spanish bilingual programs, and who use dual language supports in the classroom.

Supports and Accommodations Guidance Documents and Planning Resources

The Supports and Accommodations Guidance Document is a one-stop-shop for Test Coordinators looking for information about allowable Universal Tools, Designated Supports, and Accommodations. It also includes required guidelines for test administrators who may be scribes, human readers, or oral translators. The 2020 version of this document can be found on each assessment page under the **Student Supports and Accommodations** section.

The Office of Educational Assessment and Accountability (OEAA) also provides Test Coordinators with a number of resources to help them and their colleagues stay organized. These resources can aid in important conversations about what students need; assigning Universal Tools, Designated Supports, and Accommodations correctly into systems; and helping educators verify Test Tickets.

- **Supports and Accommodations Discussion and Planning Activity** – Best used by Test Coordinators to start building or district conversations in advance of the M-STEP testing window. These questions can help you can create internal processes to follow and will ultimately help you stay organized.

- **M-STEP Worksheets by Grade** – Best used by Test Coordinators to help enter Universal Tools, Designated Supports, and Accommodations into the Insight Portal.
- **Tracking Sheet for Supports and Accommodations for M-STEP, MI-Access, and WIDA** – Best used by Test Coordinators to help identify what supports students might need across all state assessments.
- **Student Specific Worksheets** – The Accessibility Supports in the Classroom and After-Test Accessibility Questions are best used by educators who want to have conversations with other educators as well as specific students about the unique needs of a student, in advance of testing and after testing.



Performance Assessment Cadre of Experts Development Opportunity

Are you interested in learning about, developing, and implementing Performance Assessments in your district or school while earning SCHECH hours? Join us as we work with the National Center for Assessment to develop Performance Assessments that are aligned to Michigan's Academic Standards and the Michigan model competencies. Competencies are groups of academic standards grouped according to relevance in instructional design. For more information about [Competency-based Education in Michigan](#), refer to the article in the [February 13, 2020 Spotlight](#) for details on participant qualifications, opportunities, and expectations.

If you are interested in participating, submit your resume to mde-oeaa@michigan.gov with the subject line: Performance Assessment Cadre of Experts.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- Call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- Email michiganadministratorsupport@collegeboard.org

Upcoming Deadlines

February 24, 2020

- Deadline to request state-allowed accommodations and English learner 50% extended time support (in SSD Online) for SAT with Essay, PSAT 10, and PSAT 8/9
- Deadline for requests to enter, change, or remove College Board-approved accommodations for SAT with Essay, PSAT 10, and PSAT 8/9

Testing Tips Webinar

A live webinar to provide SAT with Essay, PSAT 10, and PSAT 8/9 coordinators with helpful hints for planning for an effective preadministration session and test day will be held on **March 25, 2020, 3–4 p.m.** If you cannot attend the live presentation, it will be recorded and available approximately one week on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) and [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat).

[Register now for the webinar](https://tinyurl.com/TestingTips-MI) (<https://tinyurl.com/TestingTips-MI>).

Coordinator Planning Kits

Coordinator planning kits will begin to be shipped the week of **February 24, 2020**. The kits contain a sample set of Michigan testing manuals and sample forms for early review by the test coordinator. The full set of testing manuals to support your school will arrive the week of **March 23, 2020**. There is a separate kit for PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, and SAT with Essay. If you are a school that is administering both PSAT 8/9 to Grade 8 and Grade 9, you will receive one kit for each grade.

Translated Test Directions

The PDFs of translated test directions for use by English learners (EL) on the SAT with Essay, PSAT 10, and PSAT 8/9 are now available for schools to download and print and to provide to students on test day. Printed translated test directions will not be shipped to schools.

IMPORTANT NOTE: The translated test directions are not Michigan-specific but will provide all relevant directions for students. The directions are also provided only using the standard timing script, so test coordinators and proctors should make sure students understand they should pay attention to the timing instructions provided verbally and written on the board if students are also using 50% extended time.

Go to the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) for the link for SAT with Essay and the [PSAT web page](http://www.michigan.gov/psat) (www.michigan.gov/psat) for the links for PSAT 10 and PSAT 8/9 translated test directions.

Coming Soon

- Coordinator planning kits will arrive in schools the **week of February 24, 2020**. This includes a sample set of manuals for coordinators to begin preparing for the administration.
- Access to the required coordinator training will be sent to all test coordinators the **week of March 2, 2020**.
- Preadministration and testing materials arrive the week of **March 23, 2020**. Schools on spring break during that week will receive their materials the week of **March 30, 2020**.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues



Information on ACT® WorkKeys® provided by the ACT.

ACT WorkKeys Test Materials Shipments

The initial window to submit student data for Pre-Identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials for the initial test dates (April 15-28, 2020) has closed.

The quantities of standard time ACT WorkKeys materials will be based on your school's Pre-ID student counts pulled from the OEAA Secure Site as of 5:00 p.m. on February 12, 2020, minus the accommodations counts entered on the Initial Material Order page.

Secure and non-secure standard time and accommodations materials will be shipped for delivery either the week of **March 9, 2020 or March 16, 2020**, as selected by the school on the Manage Participation screen in PearsonAccess^{next}. The standard time and accommodations materials will be shipped in separate sets of boxes and may be delivered on different days within the selected delivery week.

Test materials will be shipped to the WorkKeys Coordinator's mailing address (not the building address) as listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem) as of February 11, 2020.

FedEx tracking information will be available beginning **March 9, 2020** on the **Material Order Summary Report** page of the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) under the **Assessment Registration** menu, and then the sub menu of **Material Orders**.

If you do not receive your test materials by **March 20, 2020**, call ACT for resolution.

Compare the packing list to the materials received within 24 hours of receipt, using the guidelines found in the [ACT Test Coordinator Information Manual](#). This manual is posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page in the **Administration** stage.

Ordering Additional ACT WorkKeys Test Materials

If after checking in your test materials, the number of students scheduled to test April 15-28, 2020 exceeds the number of test materials received, order additional ACT WorkKeys materials through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) **March 23 through April 7, 2020, at 5:00 p.m. ET.**

Instructions for the **Additional Material Order** function can be found on the [Secure Site Training web page](http://www.michigan.gov/seuresitetraining) (www.michigan.gov/seuresitetraining).

If a new student arrived in your school after February 12, 2020, submit their student data in the OEAA Secure Site and print a barcode label locally using the blank page of labels that ACT will include with your test materials, or a white label you've purchased elsewhere.

If you are missing any materials that are not orderable via the OEAA Secure Site—such as FedEx return labels, Test Administration Forms, return polymailers—call ACT for resolution.

Student Preparation – Go For Platinum!

Encourage students to understand the types of questions they will see, since they differ from other types of exams. Students and teachers can access **free practice questions** from all three tests that range from easier content—Level 3—to the most difficult—Level 7. Teachers and students may use these practice questions as Questions of the Day or as warm-up activities in the weeks leading up to test day.

Students can also create a user account and take **free full-length online practice tests**. This allows students to pace themselves in real-time test scenarios and receive scores indicating how they will perform on the WorkKeys tests.

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

For all upcoming events and deadlines, be sure to reference the following documents:

- [ACT WorkKeys Schedule of Events](#) – posted on the [ACT state testing website](http://www.act.org/districtandstate/michigan.html) (www.act.org/districtandstate/michigan.html) on the **WorkKeys on Paper** page
- [MME List of Important Dates - Spring 2020](#) – found on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme) under **General Information**

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
 - standard time: ext. 2800
 - accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

Approaching Deadlines!

February 24, 2020

Window to request or update College Board-approved and state-allowed accommodations in SSD Online for **SAT with Essay, PSAT 10, and PSAT 8/9 CLOSING**

February 2020

M-STEP and MI-Access

Now – March 6, 2020

- Window to submit an [Alternate INSIGHT Availability Request Form](https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/) (<https://baameap.wufoo.com/forms/2020-alternate-insight-availability-request/>); see the article in the [January 16 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight)

WIDA

Now – March 6, 2020

- Window to submit a [WIDA ACCESS for ELLs After-Hours Testing Request Form](https://baameap.wufoo.com/forms/zizkk670iqceea/) (<https://baameap.wufoo.com/forms/zizkk670iqceea/>)

Now – March 13, 2020

- **WIDA** Additional Material Order Window

Now – March 19, 2020

- Pre-Identification for **WIDA**

Now – March 20, 2020

- **WIDA** Test Administration window

March 2020

M-STEP, MI-Access, and Early Literacy and Mathematics

March 3, 4, 5, 2020, 10–11 a.m.

- **District and Building Coordinator Training for Online Testing** webinars
 - » **M-STEP:** [Join March 3 webinar](https://datarecognitioncorp.zoom.us/j/808058347) (<https://datarecognitioncorp.zoom.us/j/808058347>)
 - » **MI-Access:** [Join March 4 webinar](https://datarecognitioncorp.zoom.us/j/692324752) (<https://datarecognitioncorp.zoom.us/j/692324752>)
 - » **Early Literacy and Mathematics Benchmark Assessments:** [Join March 5 webinar](https://datarecognitioncorp.zoom.us/j/434934151) (<https://datarecognitioncorp.zoom.us/j/434934151>)

ACT WorkKeys

March 10, 2020

- **ACT WorkKeys** training webinar, 3:30-4:30 p.m. ET, [Register here](#)

SAT and PSAT

March 3, 2020

- Required coordinator training for the SAT with Essay, PSAT 10, and PSAT 8/9 available

March 25, 2020, 3–4 p.m.

- Testing Tips Webinar for the **SAT with Essay, PSAT 10, and PSAT 8/9** – [Register here](https://tinyurl.com/TestingTips-MI) (<https://tinyurl.com/TestingTips-MI>)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Contacts

For assistance with assessment or accountability issues:

Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT®
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:

(for questions not covered in options 3 and 5 in the table above)

WIDA Client Services

866-276-7735

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues